

# EXHIBIT 7

**IN THE UNITED STATES DISTRICT COURT  
FOR THE MIDDLE DISTRICT OF TENNESSEE  
NASHVILLE DIVISION**

CAREY BRADFORD and CODY BOLEN, )  
Individually and on behalf of all other )  
similarly situated current and former )  
employees, )  
Plaintiffs, ) Case No. 3:14-cv-02184  
)  
vs. )  
)  
LOGAN'S ROADHOUSE, INC., LRI )  
HOLDINGS, INC., and ROADHOUSE )  
HOLDING, INC., )  
Defendants. )

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**DECLARATION OF CHRISTY COX**

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I, Christy Cox, declare as follows:

1. I am currently employed as Senior Director of Human Resources with Logan's Roadhouse, Inc. ("Logan's"). I have held this position with Logan's continuously since 3/12/2007, and I have been continuously employed by Logan's since 10/1/1997. I have personal knowledge of the facts stated herein and, if called as a witness in this matter, I could and would competently testify regarding those facts as set forth herein.

2. In my position as Senior Director of Human Resources, I am familiar with Logan's nationwide operations. This includes responsibilities and oversight for both employee relations and human resources at Logan's.

3. In my position as Senior Director of Human Resources, I also have access to and regularly refer to Logan's employee payroll and personnel records, and corporate policies, including those related to wage and hour issues, as well as training documentation. For purposes of this declaration, I reviewed certain documents described herein that were prepared and

maintained in the ordinary course of Logan's business. The information contained in those documents was recorded at or near the time of the acts, events, or conditions indicated therein by Logan's employees and/or vendors who were responsible for recording those acts, events, or conditions.

**Logan's Nationwide Restaurant Operations and Employees**

4. Logan's currently operates a chain of 230 casual steakhouse restaurants spread across 20 states, including Alabama, Arkansas, Arizona, Florida, Georgia, Illinois, Indiana, Kansas, Kentucky, Louisiana, Michigan, Missouri, Mississippi, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, Virginia and West Virginia. During the three years preceding the filing of this litigation, Logan's operated approximately 235 company-operated restaurants.

5. At each of Logan's company-operated restaurants, Logan's employs both management and hourly, non-exempt employees. Each of Logan's' restaurant has its own General Manager ("GM"). The GM is responsible for the day-to-day operations of his or her restaurant, and the overall supervision of the restaurant's staff. Logan's also employs subordinate managers ("Subordinate Managers") at each restaurant who report directly to the GM. These Subordinate Managers include, but are not limited to, Bar Managers, Culinary Managers, Guest Services Managers, Training Managers and Service Managers.

6. Each GM has broad discretionary authority regarding the day-to-day management of his or her restaurant. That authority extends to the hiring, firing, supervision and training of staff, the setting of employee schedules, the conduct of daily operations, and the assignment of tasks to employees. Subordinate Managers also have authority to supervise, train and assign tasks to employees. The GMs and Subordinate Managers are directly responsible for ensuring that Logan's written policies are implemented in their restaurants and followed by their staff.

7. The GMs and Subordinate Managers at individual restaurants determine and schedule the shifts of all hourly employees. The local management team also allocates specific duties and responsibilities to employees working particular shifts, including the assignment of side work. As a result, the percentage of an employee's overall work time devoted to side work, if any, necessarily varies depending upon the needs of an individual supervisor, restaurant location, and job assignment and shift, all of which may vary further based on business volume impacted by the economy, the weather, the season, promotions and price discounts, or any one of numerous additional factors unique to a particular location.

#### **Employees' Work Time And Tip Reporting**

8. Hourly employees at all Logan's restaurants record their work time into an electronic timekeeping system. That timekeeping system tracks all hours worked based on the individual employee's personal input into the system. Each tipped employee is able to clock in either as a "tipped" employee subject to tip credits, or as a "non-tipped" employee so that time which is not subject to tip credits (e.g., non-tipped training) can be accurately recorded.

9. Employees of Logan's who receive tips are personally responsible for accurately declaring the total amount of their tips at the end of each work shift. When an employee "closes out" at the end of his or her shift, the employee is prompted to enter the total amount of tips received during that shift. Because Logan's closes payroll every Monday morning for the preceding week, it is impossible for an employee or Logan's to shift tips declared in one workweek to a subsequent workweek.

10. Logan's has multiple measures in place to ensure its compliance with federal and state wage and hour laws. Logan's has adopted written policies and procedures to foster such

compliance, including the issuance of Logan's Hourly Team Member Handbook (the "Handbook"). The Handbook explains Logan's' use of tip credits as allowed under federal and state law, and makes clear that "tipped hourly team members" must accurately report 100% of the tips they receive each shift. The Handbook also makes clear that hourly employees will be paid overtime for all hours worked over 40 in a workweek. The Handbook specifically states that off the clock work is prohibited, and advises employees that they must always be clocked in prior to commencing any work for Logan's. True and correct copies of the relevant excerpts of the Handbook are attached as Exhibit A.

11. Logan's also has an Open Door Policy ("Open Door Policy") that requires employees to report any concerns that they may have related to "Pay/Wage & Hour" issues. The Open Door Policy provides information on Logan's compensation policies, and describes a process that should be used by employees to report any concerns regarding compensation issues. A true and correct copy of the Open Door Policy is attached as Exhibit B.

12. In addition to its written policies, Logan's conducts annual wage and hour training. During this annual training, Logan's reinforces with its managers the company's strict policy prohibiting off the clock work. Since at least 2011, Logan's' annual management training has addressed topics such as the required recording of all work time, the proper application of tip credits, the importance of accurate time records, and the requirement that employees correctly report all tips received. During the wage and hour training, Logan's reinforces that it has "zero tolerance for failure to comply with company policy and Wage & Hour laws." This management training also emphasizes Logan's' internal policy that any side work performed by tipped employees should not exceed 20% of the employee's work time for any particular workweek.

True and correct copies of the relevant excerpts of the Wage and Hour Review which was presented to Logan's managers in September 2014 is attached as Exhibit C.

13. Each September, Logan's also reviews its pay policies and procedures with all of its hourly employees. During this review, Logan's again reinforces that employees (1) are not permitted to perform any work off the clock, (2) are required to clock in and clock out accurately for each shift, (3) must report 100% of the tips they receive each shift or face discipline for failing to do so, and (4) should use the Open Door Policy to report any concerns that they may have regarding their pay. A true and correct copy of the Logan's Review of Pay Policies and Procedures is attached hereto as Exhibit D.

14. I reviewed Logan's employee personnel records for Carey Bradford, Cody Bolen, Karri Busard, Ashley Elgin, Yolanda Osborne, Robyn Reeves, Markala Wretling and Zachary Wimpelberg, and identified signed acknowledgements of Logan's wage and hour policies by these employees. True and correct copies of signed wage and hour policy acknowledgements by Carey Bradford, Cody Bolen, Karri Busard, Ashley Elgin, Yolanda Osborne, Robyn Reeves, Markala Wretling and Zachary Wimpelberg are attached hereto as Exhibit E.

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**Plaintiffs and Party-Plaintiffs' Restaurant Work Locations**

15. In connection with the above-captioned litigation, I reviewed Logan's corporate records and identified the approximate number of hourly employees employed by Logan' during the three years preceding the filing of the above-captioned matter. Based on that review, I determined that Logan's employed approximately 60,290 employees nationwide who regularly and customarily received tips at 235 restaurants located in twenty different states. The following chart identifies by state the approximate number of hourly employees who received tips at Logan's restaurant locations in operation during the three years preceding the filing of the above-captioned matter:

<b>State</b>	<b>Approximate Number of Logan's Employees</b>	<b>Number of Logan's Restaurants</b>
AL	5,817	23
AR	1,410	5
AZ	721	4
FL	2,507	13
GA	2,928	13
IL	779	4
IN	3,017	12
KS	1,262	5
KY	3,288	13
LA	2,799	9
MI	3,844	17
MO	968	4
MS	3,137	10
OH	2,168	9
OK	1,940	6
PA	729	4
TN	7,880	27
TX	11,629	41
VA	2,216	10
WV	1,251	6
<b>Totals:</b>	<b>60,290</b>	<b>235</b>

16. In connection with the above-captioned litigation, I also reviewed Logan's corporate records and identified the work locations of the two (2) named Plaintiffs and one hundred (100) individuals who had filed consents to join the litigation as of June 30, 2015. The following chart identifies the named Plaintiffs and Opt In Plaintiffs' by name, the filing date of their consent to join, the Logan's location (including the restaurant number, city and state) where the individuals worked, their termination dates (if applicable), and whether they submitted a declaration in support of Plaintiffs' Motion for Conditional Certification.

	Plaintiff's Name	Consent Date	Work Location	City	State	Date of Termination	Declaration Submitted
1	Brown, Jonathan Patrick	3/24/2015	475	Bessemer	AL	12/1/14	No
2	Dollar, Hayden	4/28/2015	475	Bessemer	AL	11/1/14	Yes (Dkt. 57)
3	Hughes, Clifford	4/17/2015	475	Bessemer	AL	8/1/14	No
4	Merchant, Joel	4/6/2015	475	Bessemer	AL	8/11/14	Yes (Dkt. 37 & 39)
5	Holman, Nicholas	2/27/2015	339	Birmingham	AL	8/1/14	Yes (Dkt. 37)
6	Bodden, Shane Sumner	2/18/2015	405	Mobile	AL	2/1/15	No
7	Campbell, Tarmeca	3/4/2015	405	Mobile	AL	4/6/15	Yes (Dkt. 37)
8	Nicholas, Tracy Denise	2/18/2015	405	Mobile	AL		Yes (Dkt. 37)
9	Rodgers, LaTanya Dialishiah	2/11/2015	405	Mobile	AL		Yes (Dkt. 37)
10	Wiggins, Jamonica Jaron	6/30/2015	405	Mobile	AL		No
11	Rascati, Cori Amber	5/12/2015	334	Orlando	FL	7/1/09	Yes (Dkt. 63)
12	Elgin, Ashley	4/6/2015	349	Sanford	FL	9/8/14	Yes (Dkt. 37 & 39)
13	Duncan, John D.	1/6/2015	360	Douglasville	GA	4/1/15	Yes (Dkt. 37 & Exh. )
14	Wimpelberg, Zachary	3/4/2015	381	Evansville	IN	2/1/15	Yes (Dkt. 37 & Exh. )
15	Wretling, Markala	2/18/2015	527	Kansas City	KS	12/1/14	Yes (Dkt. 37)
16	Keltee, Lillian A.	4/27/2015	321	Louisville	KY	5/1/12	No
17	Conley, Christina	6/22/2015	337	Louisville	KY		No
18	Hymer, Wendy	4/6/2015	337	Louisville	KY	2/1/15	Yes (Dkt. 37 & 39)
19	Jackson, Syreeta	4/16/2015	337	Louisville	KY		No
20	Johnson, Korinne K.	6/22/2015	337	Louisville	KY	6/1/15	No
21	Kurtz, Linda Sue	3/31/2015	337	Louisville	KY		No
22	Longmire, Bobbie	4/9/2015	337	Louisville	KY	2/1/15	Yes (Dkt. 44)
23	Moore, Jordan Scott	3/31/2015	337	Louisville	KY	4/1/15	No
24	Reece, Jennifer	4/14/2015	337	Louisville	KY		Yes (Dkt. 50)

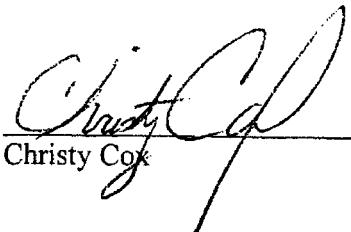
Plaintiff's Name		Consent Date	Work Location	City	State	Date of Termination	Declaration Submitted
25	Siroki, Amanda	4/6/2015	337	Louisville	KY		Yes (Dkt. 37 & 39)
26	Bryant, Christopher A.	1/6/2015	505	Louisville	KY	12/29/15	Yes (Dkt. 37)
27	Kennedy, Ashley	2/27/2015	324	Baton Rouge	LA	11/1/14	Yes (Dkt. 37)
28	Pilet, Kelly	5/19/2015	324	Baton Rouge	LA	11/1/13	No
29	Warsham, Tristan	2/27/2015	324	Baton Rouge	LA	4/1/15	Yes (Dkt. 37)
30	Osborne, Yolanda	3/4/2015	521	Bossier City	LA	6/1/14	Yes (Dkt. 37)
31	Frey, Gabrielle	3/12/2015	375	Canton	MI		No
32	Path, Brooke Marie	6/16/2015	375	Canton	MI	5/31/15	No
33	Busard, Karri	12/23/2014	355	Roseville	MI	5/1/14	Yes (Dkt. 37)
34	McClellan, Jessica	4/17/2015	461	Independence	MO	4/1/14	No
35	Anderson, Marlene	6/26/2015	518	Gulfport	MS	5/1/2015	No
36	Derrington Norton, Amy Nicole	3/29/2015	483	Meridian	MS	5/1/15	No
37	Gilbert, Dustin Dewayne	3/19/2015	483	Meridian	MS		Yes (Dkt. 37)
38	Cooper, Jaclyn	5/19/2015	497	Columbus	OH		No
39	Felger, Julie Leigh	6/2/2015	497	Columbus	OH		No
40	Dent, Ellen	1/6/2015	302	Antioch	TN	11/1/14	Yes (Dkt. 37)
41	Holt-Anna, Brandy	4/22/2015	302	Antioch	TN		No
42	Boldrick, Raphael	12/11/2014	492	Dickson	TN	5/1/15	Yes (Dkt. 37)
43	Corley, James Robert, Jr.	3/12/2015	492	Dickson	TN		No
44	Demoss, Jacob	2/27/2015	492	Dickson	TN	1/1/15	Yes (Dkt. 37)
45	Hartung, Thomas	12/23/2014	492	Dickson	TN		Yes (Dkt. 37)
46	Moody, William J.	12/15/2014	492	Dickson	TN	5/1/15	No
47	Parish, David	12/11/2014	492	Dickson	TN	4/1/15	Yes (Dkt. 37)
48	Churchill-Horn, Doreen Robin	6/26/2015	307	Franklin	TN		No
49	Aldrich, Arielle Ann	3/12/2015	303	Madison	TN	4/1/15	Yes (Dkt. 37)
50	Arnold, Samantha Lee	2/18/2015	303	Madison	TN	5/1/15	Yes (Dkt. 37)
51	Bartelt, Angel	12/22/2014	303	Madison	TN	2/1/15	No
52	Beavers, Justin	12/11/2014	303	Madison	TN		Yes (Dkt. 37)
53	Bolen, Cody	11/10/2014	303	Madison	TN		Yes (Dkt. 37)
54	Bransom, Tyler	12/22/2014	303	Madison	TN	4/1/15	No
55	Brown, Larita (aka - O'Brien, Larita Joy)	2/27/2015	303	Madison	TN	4/1/15	Yes (Dkt. 37)
56	Carrick, Savannah	12/22/2014	303	Madison	TN		Yes (Dkt. 37)
57	Davis Jr., Roderick W.	12/22/2014	303	Madison	TN	5/10/15	No
58	Ford, Amy Jo	1/30/2015	303	Madison	TN		Yes (Dkt. 37)
59	Foster, Nicole	12/22/2014	303	Madison	TN	4/1/15	No
60	Goggin, Jordan Lee	12/9/2014	303	Madison	TN		No
61	Haddox, Tia	1/27/2015	303	Madison	TN		No

Plaintiff's Name		Consent Date	Work Location	City	State	Date of Termination	Declaration Submitted
62	Jernigan, Jeffrey	12/9/2014	303	Madison	TN	6/7/15	Yes (Dkt. 37)
63	King, Kristyn	12/9/2014	303	Madison	TN		No
64	Lewis, Angelina Marie	12/9/2014	303	Madison	TN	4/1/15	No
65	Lynn, Kimberly Nichole	12/11/2014	303	Madison	TN		Yes (Dkt. 37)
66	Mayfield, Jeanean	11/24/2014	303	Madison	TN		No
67	McCall, Darreo	12/9/2014	303	Madison	TN	6/7/15	No
68	McGee, Jason	12/11/2014	303	Madison	TN	4/4/15	No
69	Miller, Cassie	1/19/2015	303	Madison	TN	10/1/14	Yes (Dkt. 37)
70	Mitchell, Jeremy K.	12/22/2014	303	Madison	TN	5/1/15	No
71	Oakley, Heather	12/22/2014	303	Madison	TN		No
72	Pennington, Corinne	1/19/2015	303	Madison	TN		No
73	Ratliff, Jessica Lynn	12/9/2014	303	Madison	TN	5/11/15	Yes (Dkt. 62)
74	Roten, James	12/22/2014	303	Madison	TN	5/1/15	Yes (Dkt. 37)
75	Russell, Stacey	12/22/2014	303	Madison	TN		No
76	Stafford, Destiny	1/6/2015	303	Madison	TN	12/1/14	Yes (Dkt. 37)
77	Thompson, Lisa Darlene	5/28/2015	303	Madison	TN	5/1/15	No
78	Wiggins, Anthony	12/22/2014	303	Madison	TN	6/14/15	No
79	Barry, William	3/4/2015	489	Nashville	TN	5/1/12	Yes (Dkt. 37)
80	Bennett, LaTonia	12/9/2014	489	Nashville	TN		No
81	Brown, Marquis	11/24/2014	489	Nashville	TN		No
82	Brown, Michael Marcell	12/9/2014	489	Nashville	TN		No
83	Fulcher, Ashley	11/24/2014	489	Nashville	TN		No
84	Hunter, Marcie Lynn	12/9/2014	489	Nashville	TN		No
85	Lenfestey, Shayne	11/24/2014	489	Nashville	TN		No
86	Shearin, Keita	12/9/2014	489	Nashville	TN		No
87	Sherrill, Suzanne Angela	2/18/2015	489	Nashville	TN	8/1/15	Yes (Dkt. 37)
88	Straughn, Shawn Michael	2/11/2015	489	Nashville	TN	3/1/14	Yes (Dkt. 37)
89	Brewer, Kimberly	5/19/2015	520	Nashville	TN	4/14/15	No
90	Bradford, Carey	11/10/2014	471	Spring Hill	TN	6/5/15	Yes (Dkt. 37)
91	Bryant, Laurel Michelle	3/19/2015	471	Spring Hill	TN		No
92	Byrd, Aaron	1/19/2015	471	Spring Hill	TN	9/1/13	No
93	Copeland, Anna Madison	3/17/2015	471	Spring Hill	TN	5/26/15	Yes (Dkt. 37)
94	Couturier, Ashley McCarthy	6/16/2015	471	Spring Hill	TN	1/1/15	No
95	Maher, Austin Gunnar	3/12/2015	471	Spring Hill	TN		No
96	Potts, Justin Blaine	3/12/2015	471	Spring Hill	TN		No
97	Reeves, Robyn Elizabeth	2/11/2015	464	Lufkin	TX	12/1/14	Yes (Dkt. 37)
98	Harrison, Alan Edward	6/22/2015	315	Barboursville	WV	4/1/15	No
99	Wood, Shelly	5/27/2015	315	Barboursville	WV	12/1/12	No
100	Layne, Chadwick	1/27/2015	424	Charleston	WV	7/1/05	No

Plaintiff's Name	Consent Date	Work Location	City	State	Date of Termination	Declaration Submitted
101 Clark-Clardy, Jessica	4/14/2015					Yes (Dkt. 50)
102 Stephens, Traci Marie	6/22/2015					No

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

Executed on July 2, 2015.

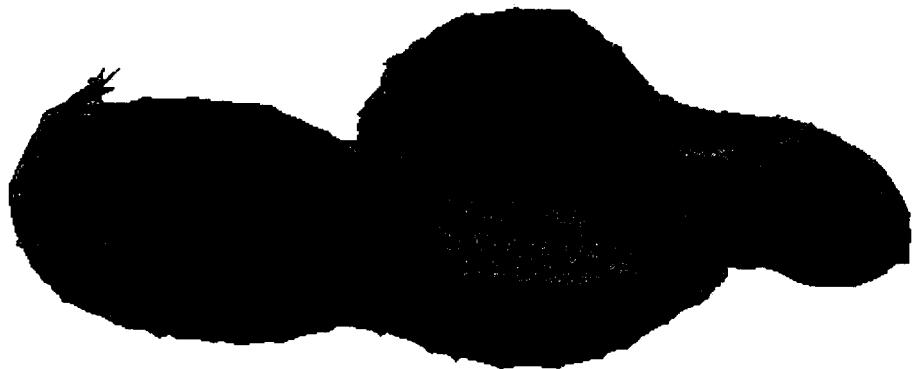


Christy Cox

# **EXHIBIT A**



# **HOURLY TEAM MEMBER HANDBOOK**



April 1, 2012  
Replaces all previous handbooks

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### INTRODUCTION

The purpose of this Handbook is to inform you about the history, purpose, values, employment practices, policies, and benefits of Logan's Roadhouse's, Inc. ("Logan's" or "the Company"). This Handbook also identifies the expected conduct of all Logan's team members. **The term "team member" applies to everyone working at Logan's.** A few policies are specific to "hourly team members" who are non-exempt and paid on an hourly basis, while a few policies are specific to "managers" who are exempt and paid on a salary basis.

Our policies and procedures are built upon our Values and Purpose to provide total guest satisfaction in an efficient, fun work environment that is free from harassment and discrimination. You can refer to this Handbook if you have questions about our purpose, values, employment practices, policies and procedures.

### NOTICES

**You will sign the Statement of Receipt and Opportunity to Review during your orientation which acknowledges you have had an opportunity to review the Handbook and ask any questions you may have.**

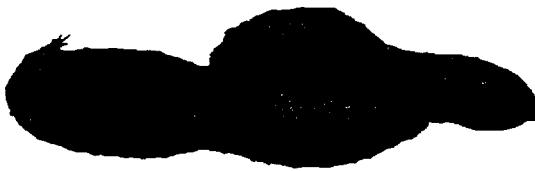
This Handbook is the property of Logan's, and you must return it to your supervisor if you leave the Company. You cannot copy any part of this Handbook, nor provide this Handbook or a copy of it to any person or entity outside Logan's.

Logan's reserves the exclusive right in its absolute discretion to make modifications, additions, or deletions at any time, to any and all parts of this Handbook. This Handbook can only be amended by the Human Resources Department. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy, nor will it constitute an agreement with a team member. Questions involving the interpretation of the employment practices, policies and procedures of Logan's will be determined in the sole judgment of Logan's, and that judgment will be final and binding.

Any violation of any provision of this Handbook may be subject to disciplinary action, up to and including termination, according to Logan's Progressive Discipline Policy.

**NOTHING IN THIS HANDBOOK IS TO BE CONSTRUED AS ANY KIND OF EXPRESS OR IMPLIED GUARANTEE OR CONTRACT OF EMPLOYMENT, OR OF THE TERMS AND CONDITIONS OF EMPLOYMENT, NOR DOES ANYTHING IN THIS HANDBOOK CHANGE THE AT-WILL NATURE OF EMPLOYMENT WITH LOGAN'S.**

This Handbook refers to a number of matters that are controlled by law or by detailed plan documents and in every case if the law or plan documents differ from the statements in this Handbook, the law or plan documents will control.

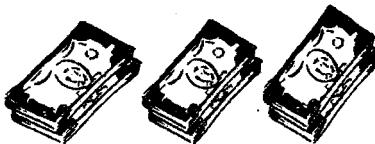


## SECTION 2 COMPENSATION & BENEFITS

### COMPENSATION

If you have a question about your compensation, we suggest that you first talk to your direct supervisor. Pay increases are driven by performance, rewarding and recognizing the commitment and efforts you make in living our values and contributing to growing Logan's from "good" to "GREAT." Since your Regional Manager must approve all pay increases, it is important that you not accept oral comments, innuendos or statements as facts until you receive verification of an increase in writing.

Show Me the Money!!!



**Workweek and Overtime:** Our workweek begins with the first shift on Monday through the last shift on Sunday. For non-exempt, hourly team members, any hours worked over 40 hours per workweek will be paid at the overtime rate of the base rate, plus half the base rate (time + ½). Before you work any overtime, you must get advance approval from your supervisor.

**Tip Credit:** Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all tipped hourly team members. For overtime, tipped hourly team members whose tip credit rate falls below minimum wage will receive the ½ time premium for the minimum wage rate plus the state's tip credit rate. (Example: Assume minimum wage is \$7.25 and the tip credit rate is \$2.13. The ½ time rate of \$7.25 is \$3.64. The base rate of \$2.13 plus \$3.64 would result in an overtime pay rate of \$5.77.)

**Error in Pay:** Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your direct supervisor immediately. He or she will take the necessary steps to research the problem and to ensure that any correction is made properly and promptly. If the problem is not resolved by your supervisor, contact the Payroll Department at Logan's home office at (800) 815-9056. Reporting wage and hour concerns will not be retaliated against in any way.

### TIP REPORTING

All tipped hourly team member must declare 100% of their tips received each shift. Failure to declare 100% of tips each shift will result in disciplinary action, up to and including separation.

### CLOCKING-IN AND OUT/RECORDING WORK TIME

Restaurant hourly team members are responsible for clocking in/out each shift. Should you forget to clock in or out, you must notify a manager, record your work time on the exception sheet, initial it and have it initialed by a manager. Failure to consistently clock in or out at the appropriate time may result in disciplinary action, up to and including separation.

**Logan's does not allow hourly team members to work off the clock at any time.** If you arrive earlier than anticipated, you may not begin working until your scheduled start time, unless approved in advance by your manager. You must be clocked in before you begin working.

### OUTSIDE EMPLOYMENT/WORK AVAILABILITY

Hourly team members may accept outside employment, except when it interferes with their availability to work as scheduled or represents a conflict of interest, as determined at Logan's sole discretion.

### FUNDS HANDLING

Logan's funds will be used only for appropriate Company business, and all transactions will be accurately and timely recorded. Prohibited activities include, but are not limited to the following, and violations are subject to discipline, up to and including separation:

- ☛ Ringing up your own sale or transaction.
- ☛ Forcing through a credit card transaction without the valid authorization code provided by the credit card company.
- ☛ Failing to obtain a manual imprint of a credit card if the card cannot be swiped.
- ☛ Using a credit card for a fraudulent transaction (i.e., pay for food and beverage not purchased by the card holder).
- ☛ Adding an unauthorized tip to a credit card transaction.
- ☛ Adding a tip to a credit or gift card transaction for cash back to you, a co-worker and/or a guest.
- ☛ Giving cash back to a guest from a Logan's gift card transaction UNLESS the guest requests first AND the remaining gift card balance is \$10.00 or less.
- ☛ Failing to notify a manager when there are problems processing a credit or gift card.
- ☛ Cashing personal or third-party checks using Company funds.
- ☛ Taking unnecessary or unauthorized voids, QSA's, or other discounts.
- ☛ Improper or unauthorized use of coupons, Logan's bucks, gift cards, or other discounts.
- ☛ Making false or artificial entries in any Company book or records for any reason, and no team member will engage or cooperate in any arrangement that results in that prohibited act.

If you know of, or discover information about any unrecorded fund or asset, or any prohibited act, you must promptly report the matter to Employee Relations at (800) 815-9056, ext. 1225.

### GENERAL PROHIBITIONS

In your employment with Logan's, you are required to learn and live our values, conduct yourself in a professional manner, and refrain from unacceptable behavior. Prohibited activities include, but are not limited to the following; and violations are subject to discipline, up to and including separation. **This list is not intended to be all-inclusive of prohibited conduct, but merely gives examples:**

- ☛ Clocking in or out for another team member or failing to clock in or out for all work time.
- ☛ Changing time records, hours worked or pay rate without the team member's written consent.
- ☛ Failure to pay for all time worked through Payroll.
- ☛ Improper cash handling or falsification of credit card transactions.
- ☛ Acts of discrimination or harassment, including those related to sex, race or any other protected class, or retaliation against another team member for reporting misconduct or perceived misconduct.
- ☛ Failing to comply with health & safety and hand washing policies.
- ☛ Changing any of Logan's policies, procedures, recipes, product specifications, operational decisions and/or practices without prior written permission from Human Resources.
- ☛ Hazing, bullying, intimidating or threatening the employment of any team member.
- ☛ Violation of any law, ordinance or other civil policy, while on duty or when representing Logan's.
- ☛ Theft, conversion of property, misrepresentations or misappropriation from another team member, guest, or vendor of Logan's.
- ☛ Failing to notify the proper management personnel if you have knowledge about someone else violating the "Standards of Conduct."
- ☛ Disclosing confidential information to persons within or outside Logan's who do not have a reason or right to know the information.

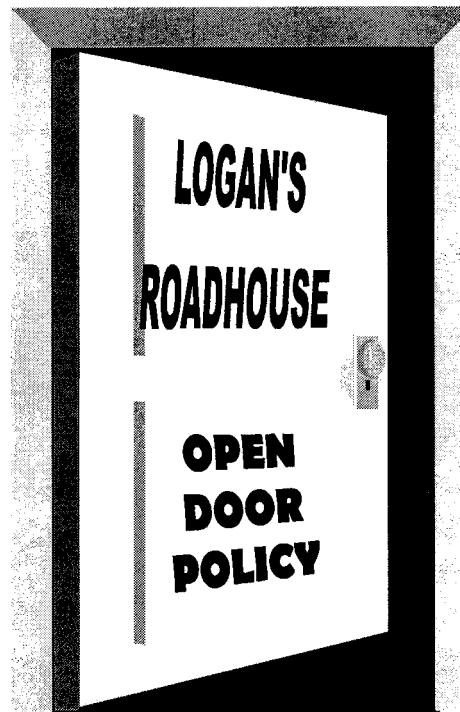


# **EXHIBIT B**

# Logan's Open Door Policy

We want you to know that we are here to support YOU! If you have a question, a problem, or if you witness someone not living our Values, we want to hear from you immediately. All team members are to be treated according to our Values and with Platinum Passion - courtesy, honesty and respect. If you ever experience anyone (co-worker, manager, vendor or guest) not living the Values, we want to know about it.

Should you have a complaint or concern, please contact a manager in your normal channel of communication immediately. If you don't feel comfortable talking to your Department Manager, contact your General Manager. If you don't feel comfortable discussing the incident or problem with your General Manager, contact your Regional Manager. If your Regional Manager does not resolve the issue, you may contact your Director of Operations.



If you do not feel comfortable using the normal channel of communication or if your issue is not resolved by management, we want to assure you that you may contact the Employee Relations Department at any time, without fear of retaliation.

## When to Use the Open Door Policy

Although not an all-inclusive list, we urge you to use the Open Door Policy if you have one of the following concerns:

- **Pay/Wage & Hour Concerns.** Logan's policy is to pay you for all work time, no exceptions.
  - Your rate of pay will be determined by your General Manager in compliance with federal and state laws (including maximum utilization of tip credits).
  - You are required to be on the clock any time you are working for Logan's.
  - If you observe any violation of this policy or have unresolved pay issues, please use the Open Door Policy.
- **Discrimination, Harassment or Retaliation.** Logan's policy is to treat everyone with Platinum Passion. We are committed to having a workplace free from discrimination or harassment on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, marital status, medical condition or disability, pregnancy, genetic information or history, or any other protected category. All complaints are handled as confidentially as possible and without threat of retaliation. The first time you believe improper conduct has occurred, you should use the Open Door Policy. Do not wait to make a complaint. Examples of behaviors that do not support our Values include but are not limited to:
  - Unwelcome jokes, slurs or harassing comments or unwelcome drawings, graffiti, cartoons, or other written comments about someone's race, color, religion, creed, sex, sexual orientation, national origin, age, marital status, medical condition or disability, pregnancy, genetic information or history, or any other protected category.
  - Unwelcome sexual advances, repeated unwelcome requests for dates, or for sexual favors.
  - Threatening or requiring submission to sexual advances in return for an employment benefit.
  - Retaliation for having reported possible harassment or discrimination.

## Normal Channel of Communication

### Department Manager

Contact at restaurant

### General Manager

Contact at restaurant

### Regional Manager

(800) 815-9056

### Director of Operations

(800) 815-9056

At any time in this process, please feel free to contact the Employee Relations Department on the toll-free Hotline:

**(800) 815-9056, ext. 1225**

# **EXHIBIT C**

Prepared by  
Human Resources  
Employee Relations  
September 2014

**LET'S GET SERIOUS!!!**  
**Wage and Hour**  
**Review**

# Objective

To review Logan's policies/procedures and the law regarding Wage & Hour practices to help you avoid career-altering decisions.

# **Logan's Pay Policy**

**We pay hourly team members for all work  
time\*...NO EXCEPTIONS!**

**\*Logan's complies with the rules and regulations of the  
Department of Labor.**

# What is Work Time

- Performing any work that benefits Logan's  
Scheduled shifts\*
- Mandatory restaurant or department meeting
- Orientation (paid at minimum wage for tipped  
team members)
- Training classes (paid at minimum wage for tipped  
team members; paid at position wage for others)

\*Reminder – Work time for servers/bartenders includes all time  
waiting for guests and performing any side-work.

## **Don't Fall for a Sad Story**

- Can I work off the clock for tips because I need extra money? **NO!**
- Can I work off the clock because I know I can't go into overtime and I'm not finished? **NO!**
- Can Joe work for me off the clock, and I'll pay him cash under the table? **NO!**

# TMX – A Legal Record

Tampering with team members' time records is unlawful and violates company policy!

- Obtain team members' permission if time records need to be adjusted by a manager to correct the following situations:
  - Failed to clock-in/out for a shift
  - Failed to clock out/in for a break of more than 20 minutes
  - Failed to claim tips
- Manage/discipline team members who do not clock in or clock out or fail to claim tips

# Tip Claiming

Tip claiming is the responsibility of the team members who are required by law and policy to claim 100% of tips per shift\*

\*exclusive of money contributed to mandatory tip pooling or voluntary tipping out, as applicable

# Remember

Logan's has **zero tolerance** for failure to comply with company policy and Wage & Hour laws.

We are counting on you to

**Do the Right Thing!**

# **EXHIBIT D**



Hourly Team Member Pre-Meal Discussion  
September 2014

## REVIEW OF PAY POLICIES AND PROCEDURES

Logan's policy is to pay all team members for all work time, no exceptions

- You are not permitted to do any work off the clock
- You are required to clock in and clock out accurately for each shift
- You are not permitted to work overtime without prior authorization from a manager
- You must clock out for any break of more than 20 minutes

## BREAKS

Logan's policy is to comply with the break laws of each state. There are no federal laws requiring that an employer provide paid or unpaid breaks. Logan's complies with state law regarding breaks.

- You must have manager approval prior to taking breaks to ensure continued Guest First service
- You may not do any work on an unpaid meal/rest break of more than 20 minutes
- You may take a paid rest break of less than 15 minutes only with the permission of a manager
- Generally, unpaid or paid breaks will not be granted within the first  $2 \frac{1}{2}$  to 3 hours of reporting to work, except for short restroom breaks

## TIPPED TEAM MEMBERS

Logan's policy and federal law require all tipped team members to report 100% of earned tips:

- You must report 100% of your tips retained each shift
- Failure to claim 100% of your tips retained will result in disciplinary action
- If you consistently earn low tips, this may be the result of poor performance and subject to disciplinary action
- Servers do not report tip share or tip-outs to co-workers; the recipient must report them as tips
- Logan's pays tipped team members at the allowable tipped rate set by your state

## USE THE OPEN DOOR POLICY TO REPORT ANY CONCERNs ABOUT YOUR WAGES OR PAY:

- Contact your Department Manager, General Manager, Regional Manager or Executive General Manager if you believe you have not been paid all wages.
- Contact Employee Relations (800-815-9056, ext. 1225) if your wage issues are not resolved by management within a reasonable time.
- Contact the Payroll Department regarding deductions such as garnishments, taxes, child support, insurance, slip resistant shoes, etc.

# **EXHIBIT E**

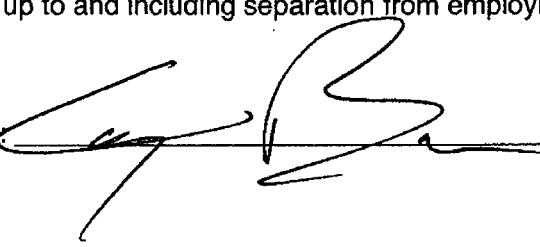
## WAGE/HOUR ACKNOWLEDGMENT

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report **all** tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature:



Date: 4/24/09

Witness Signature:

Date:

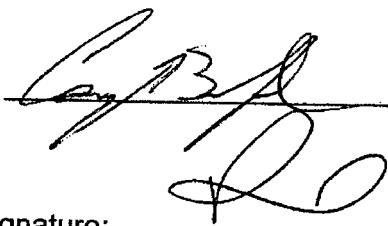
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The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all tipped team members and at the agreed hourly rate for non-tipped team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report **all** tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, hosts and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature:



Date: 7/23/12

Witness Signature:



Date: 7/23/12

### WAGE/HOUR ACKNOWLEDGMENT

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

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2. Tipped team members must report all tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature: Karli M Buscaglia Date: 7/30/2012

Witness Signature: R. H. H. Date: 7/30/12



All Logan's Hourly Team Members  
September 2013

## REVIEW PAY POLICIES AND PROCEDURES

Logan's policy is to pay all team members for all work time, no exceptions.

- You are not permitted to do any work off the clock
- You are required to clock in and clock out accurately for each shift
- You are not permitted to work overtime without prior authorization from a manager
- You must clock out for any break of more than 20 minutes

### BREAKS

Logan's policy is to comply with the break laws of each state. There are no federal laws requiring that an employer provide paid or unpaid breaks.

- You must get manager approval prior to taking breaks to ensure continued Guest First service
- You may not do any work on an unpaid meal/rest break of more than 20 minutes
- You may take a paid rest break of less than 15 minutes only with the permission of a manager
- Generally, unpaid or paid breaks will not be granted within the first 2  $\frac{1}{2}$  to 3 hours of reporting to work, except for short restroom breaks

### TIPPED TEAM MEMBERS

Logan's policy and federal law require all tipped team members to report 100% of earned tips.

- You must report 100% of your tips each shift
- Failure to claim 100% of your tips will result in disciplinary action, up to and including termination
- If you consistently earn low tips, this may be the result of poor performance and subject to disciplinary action
- Servers do not report tip share or tip-outs to co-workers; the recipient must report them as tips
- Logan's pays tipped team members at the allowable tipped rate set by your state

**USE THE OPEN DOOR POLICY TO REPORT ANY CONCERNs ABOUT YOUR WAGES AND PAY:** Contact your Department Manager, General Manager, or Regional Manager. You may also contact Employee Relations (800-815-9056, ext. 1225) if your wage issues are not resolved by management within a reasonable time. Contact the Payroll Department for problems or questions about paychecks.

My signature indicates that I have been given an opportunity to review Logan's pay policies and procedures and that I know how to report any concerns about my pay. I also understand that violation of company policies such as working off the clock or not claiming 100% of tips can result in disciplinary action, up to and including termination.

Veronica M. Busardi  
Print Team Member's Name

355  
Restaurant Location

Veronica M. Busardi  
Signature of Team Member

09/09/13  
Date

Managers: Place a signed copy of this notice in the team member's personnel file. Do not send to Home Office.

## Hourly Team Member New Hire Packet

### **WAGE/HOUR ACKNOWLEDGMENT**

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report all tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature: Sherry Elp Date: 5/22/09

Witness Signature: O.J.S. Date: 5-22-09



All Logan's Hourly Team Members  
September 2012

## REVIEW PAY POLICIES AND PROCEDURES

Logan's policy is to pay all team members for all work time, no exceptions.

- You are not permitted to do any work off the clock
- You are required to clock in and/or clock out accurately for each shift
- You are not permitted to work overtime without prior authorization from a manager
- You must clock out for any break of more than 20 minutes

### BREAKS

Logan's policy is to comply with the break laws of each state. There are no federal laws requiring that an employer provide paid or unpaid breaks.

- You must get manager approval prior to taking breaks to ensure continued Guest First service
- You may not do any work on an unpaid meal/rest break of more than 20 minutes
- You may take a paid rest break of less than 15 minutes only at the permission of a manager
- Generally, unpaid or paid breaks will not be granted within the first 2  $\frac{1}{2}$  to 3 hours of reporting to work, except for short restroom breaks

### TIPPED TEAM MEMBERS

Logan's policy and federal law require all tipped team members to report 100% of earned tips.

- You must report 100% of your tips each shift
- Failure to claim 100% of your tips will result in disciplinary action, up to and including termination.
- If you consistently earn low tips, this may be the result of poor performance and subject to disciplinary action
- Servers do not report tip-outs given to co-workers; the recipient must report them as tips.
- Logan's pays tipped team members at the allowable tipped rate set by your state

USE THE OPEN DOOR POLICY TO REPORT ANY CONCERN ABOUT YOUR WAGES AND PAY: Contact your Department Manager, General Manager, or Regional Manager. You may also contact Employee Relations (800-815-9056, ext. 1225) if your wage issues are not resolved. Other problems with paychecks are reported to the Payroll Department.

I have been given an opportunity to review Logan's pay policies and procedures. My signature indicates that I have reviewed Logan's pay policies and procedures and that I know how to report any concerns about my pay. I also understand that violation of company policies can result in disciplinary action, up to and including termination.

Ashley Egin  
Print Team Member's Name

349/Sanford  
Restaurant Location

Ashley Egin  
Signature of Team Member

9/10/12  
Date

Managers: Place a signed copy of this notice in the team member's personnel file. Do not send to Home Office.

### **WAGE/HOUR ACKNOWLEDGMENT**

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report all tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature: Yolanda L. Oliver Date: Dec 31, 2011

Witness Signature: Michael D. Oliver Date: Dec 31, 2011



All Logan's Hourly Team Members  
September 2013

## REVIEW PAY POLICIES AND PROCEDURES

Logan's policy is to pay all team members for all work time, no exceptions.

- You are not permitted to do any work off the clock
- You are required to clock in and clock out accurately for each shift
- You are not permitted to work overtime without prior authorization from a manager
- You must clock out for any break of more than 20 minutes

### BREAKS

Logan's policy is to comply with the break laws of each state. There are no federal laws requiring that an employer provide paid or unpaid breaks.

- You must get manager approval prior to taking breaks to ensure continued Guest First service
- You may not do any work on an unpaid meal/rest break of more than 20 minutes
- You may take a paid rest break of less than 15 minutes only with the permission of a manager
- Generally, unpaid or paid breaks will not be granted within the first 2  $\frac{1}{2}$  to 3 hours of reporting to work, except for short restroom breaks

### TIPPED TEAM MEMBERS

Logan's policy and federal law require all tipped team members to report 100% of earned tips.

- You must report 100% of your tips each shift
- Failure to claim 100% of your tips will result in disciplinary action, up to and including termination
- If you consistently earn low tips, this may be the result of poor performance and subject to disciplinary action
- Servers do not report tip share or tip-outs to co-workers; the recipient must report them as tips
- Logan's pays tipped team members at the allowable tipped rate set by your state

USE THE OPEN DOOR POLICY TO REPORT ANY CONCERN ABOUT YOUR WAGES AND PAY: Contact your Department Manager, General Manager, or Regional Manager. You may also contact Employee Relations (800-815-9056, ext. 1225) if your wage issues are not resolved by management within a reasonable time. Contact the Payroll Department for problems or questions about paychecks.

My signature indicates that I have been given an opportunity to review Logan's pay policies and procedures and that I know how to report any concerns about my pay. I also understand that violation of company policies such as working off the clock or not claiming 100% of tips can result in disciplinary action, up to and including termination.

Tolanda R. Osborne

Print Team Member's Name

Restaurant Location

Tolanda R. Osborne

Signature of Team Member

7/13/2013

Date

Managers: Place a signed copy of this notice in the team member's personnel file. Do not send to Home Office.

## COMPLIANCE CENTER

[Privacy Policy](#) [Logout](#)Welcome: **James C Stevenson****Logan's Roadhouse****ACTIVE DIVISION** Logan's Roadhouse[Current Filter Settings](#)[Hiring Application](#)[Filter Off](#)**Reeves, Robyn E**[Return to Summary](#)[WebManager Menu](#)[Lookup](#)[Workflow Summary](#)[Create Packet](#)[I-9 Management](#)[Exports](#)[Import/Export Logs](#)[Settings](#)**Wage/Hour Policies****HOURLY TEAM MEMBER****WAGE/HOUR POLICIES****RECEIPT AND UNDERSTANDING CERTIFICATION**

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws and pay all team members for all time worked.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all tipped team members and at the agreed hourly rate for non-tipped team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report **all** tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, hosts and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Human Resources Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

**By initialing below,\* you acknowledge that you have read and understand Logan's Wage & Hour Policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline, up to and including separation from employment.**

Your Initials: RERDate: 9/16/2014

\*Note: As stated in the E-signature page, your initials represent your authorized e-signature

[Return to Top](#)[Terms and Conditions](#)

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## WAGE/HOUR ACKNOWLEDGMENT

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5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature: Markala Whitting Date: 5/15/14

Witness Signature:  Date: 5/28/14



All Logan's Hourly Team Members  
September 2013

## REVIEW PAY POLICIES AND PROCEDURES

Logan's policy is to pay all team members for all work time, no exceptions.

- You are not permitted to do any work off the clock
- You are required to clock in and clock out accurately for each shift
- You are not permitted to work overtime without prior authorization from a manager
- You must clock out for any break of more than 20 minutes

### BREAKS

Logan's policy is to comply with the break laws of each state. There are no federal laws requiring that an employer provide paid or unpaid breaks.

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### TIPPED TEAM MEMBERS

Logan's policy and federal law require all tipped team members to report 100% of earned tips.

- You must report 100% of your tips each shift
- Failure to claim 100% of your tips will result in disciplinary action, up to and including termination
- If you consistently earn low tips, this may be the result of poor performance and subject to disciplinary action
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My signature indicates that I have been given an opportunity to review Logan's pay policies and procedures and that I know how to report any concerns about my pay. I also understand that violation of company policies such as working off the clock or not claiming 100% of tips can result in disciplinary action, up to and including termination.

Markala Wretling  
Print Team Member's Name

S27  
Restaurant Location

Markala Wretling  
Signature of Team Member

5-15-14  
Date

Managers: Place a signed copy of this notice in the team member's personnel file. Do not send to Home Office.

## WAGE/HOUR ACKNOWLEDGMENT

The following summarizes some of the more common policies and procedures that newly hired team members will immediately encounter relative to Logan's wage/hour policies, practices, and procedures. This is not intended to be an exhaustive list. Additional policies and procedures are documented in the Team Member Handbooks, Operations Manual, and Training Workbooks. It is the express intent of Logan's Roadhouse to comply fully with all applicable state and federal wage and hour laws.

1. Attendance at all meetings, new hire paperwork, orientation, and training are paid at minimum wage for all tipped team members and at the agreed hourly rate for non-tipped team members. The minimum wage rate applicable will vary by state (subject to federal and state laws).
2. Tipped team members must report all tips received as income.
3. Logan's utilizes a tip credit to the maximum extent permitted by federal and state law toward the payment of minimum wage for all team members employed as servers, server assistants, hosts and bartenders.
4. Logan's does not permit team members to work "off the clock." If you believe you have worked "off the clock" and have not been compensated for work or services performed in furtherance or at the instruction of your supervisor, please notify your Regional Manager or the Employee Relations Department immediately.
5. Overtime is not to be worked without the advance approval of your supervisor.
6. Clocking in early before your shift starts is not permitted without the advance approval of your supervisor.

By signing this form, the team member acknowledges as follows: That I have read and understand these policies and will comply with them while employed at Logan's Roadhouse, or be subject to discipline up to and including separation from employment.

Signature:

Zachary D. Wimberly

Date:

5-5-13

Witness Signature:

BS

Date:

5/5/13